

City of Chattanooga, TN
Personnel Class Specification

Class code 0131

FLSA: Exempt

CLASSIFICATION TITLE: ASSISTANT TREASURER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the City Treasurer in the collection and investment of City revenue and funds. Duties and responsibilities include, but are not limited to: monitoring the distribution of revenues for proper channeling and posting; managing the investment process; overseeing the collection of property taxes; and performing other duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Serves as City Treasurer in his/her absence; assumes duties and responsibilities related to the overall management of collection and investment of city maintained revenues and funds; makes decisions according to policy and procedure; signs documents and checks as required in Treasurer's absence; handles paperwork exchange with bank representatives when required.

Negotiates the purchase of investments with banks City funds and maturities; writes checks to make short-range and long-range investments; balances cash flow accounts to determine availability of funds to be invested; maintains investment policies and procedures; ensures compliance by the City with all federal, state, and local rules and regulations; maintains master files of investment records; updates records regularly to keep current and accurate.

Processes bank warrant reconciliation reports to write checks covering cleared City warrants; balances cash flow accounts to determine availability of funds to cover bank warrants; reviews for accuracy; makes corrections as necessary; sends report to bank for clearance purposes; posts checks to appropriate account(s); updates check report for Treasurer; submits to data entry clerk for input into departmental computerized files.

Handles the collection of all City revenues; monitors revenue ledger activity on collections; confers with Treasurer, State Legislators and other officials regarding tax

and collection laws; ensures the City is within compliance of these rules and regulations; ensures proper allocation of revenues and monies; reports discrepancies as warranted.

Prepares annual reports to external auditors and for internal auditing purposes; analyzes financial information to ensure no errors have been made; reviews reports for accuracy and completeness; submits to auditors for processing.

Maintains information submitted to banks on behalf of the City pertaining to direct deposits, ACH payments, and other financial issues; handles correspondence, forms and reports received from banks; updates information on a regular basis to ensure data is current and accurate; answers questions and provides information as required.

Processes and signs payroll rosters for the department; calculates figures as necessary to ensure numbers are correct; maintains responsibility for errors found; makes corrections as needed; updates the payroll system for new and temporary employees.

Verifies, approves and signs refund requests on property taxes and business licenses; approves and signs authorization on purchasing procedures for the department; maintains copies of documents for departmental files and future reference.

Balances account entries of the Treasurer's Office against the currently used finance system; calculates figures and documents any errors; makes corrections as necessary.

Monitors the accuracy of the petty cash fund and other assigned funds (i.e., travel advances) for the Treasurer's Office; balances accounts and ensures that proper documentation is available for fund usage; completes reports and maintains funds to prevent fraudulent usage; reports any errors and/or discrepancies as required.

Advises departments regarding checks which cannot be collected; notifies associated bank and reimburses bank for total amount uncollected.

Interviews applicants for positions as needed; makes recommendations for hiring and/or termination of employees when deemed necessary.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, business administration or closely related field required; supplemented by three (3) to five (5) years previous experience and/or training that includes treasurer, finance, accounting or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.